

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-09-009

OPEN TO: All interested candidates

POSITION: Administrative Assistant
Executive Office

OPENING DATE: March 19, 2009

CLOSING DATE: March 29, 2009

WORK HOURS: 40 hours/week

SALARY: (JD 10,324 – JD 17,032)
Position Grade Level 8

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for an Administrative Assistant in the Executive Office. This is a Personal Services Contract (PSC) position, grade FSN-08. The work schedule is 40 hours per week. The salary level of the selected candidate will be within the range above and determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience and/or education requirements will only be considered after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level which is set at one grade below the advertised grade above. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-08 level.

Basic Function:

The Executive Office Administrative Assistant is primarily responsible for performing administrative and clerical support activities for the Supervisory Executive Officer (S/EXO). This position is a focal point for all communications and activities of the Executive Office, and is directly responsible for clerical activities that span the mission, including streamlining administrative clearance processes and payment approval procedures, dissemination of information, and coordination of implementation of new business practices related to logistical support (including, e-Services and electronic Country Clearances). The incumbent manages the administrative processes of the Executive Office, provides procurement assistance, and provides secretarial services, including maintaining the S/EXO's calendar, and reviewing all documents requiring the signature of the S/EXO for accuracy and completeness. In this support role, s/he increases the

effectiveness and efficiency of the Executive Office and strengthens the ability of other mission teams to achieve development results in Jordan.

Major Responsibilities:

A. ADMINISTRATIVE SUPPORT:

As Administrative Assistant to the S/EXO, receives visitors, screens telephone calls, makes appointments, and disseminate routine information to assist teams in their ability to accomplish strategic objectives. Provides quality customer service and promotes optimum working environment conditions.

Makes travel arrangements and makes arrangements for meetings and conferences. Composes non-technical correspondences, prepares and assembles information from various reports, briefings, and meetings for use by the EXO team. Plans and arranges the preparation of information needed for budget exercises and reports. Organizes the flow of clerical processes in the office and the Mission. Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy, and corrects errors. Provides telephone and receptionist services. Prepares routine correspondence, mission announcements and delegations of authority for Office Directors' or Mission Director's signature. Updates USAID visitor arrival/departure log. Updates emergency contact information for USDHs, USPSCs and EXO Foreign Service National (FSN) staff and ensures contact information is updated for all other FSNs and Partner contractors. Updates telephone directories and disseminates appropriately, and enters phone numbers into the Department of State (DOS) SMS System.

Formats, issues, and maintains (hardcopies and electronic) USAID/Jordan Administrative Notices and Mission Orders. Advises employees on how to access Mission Orders, ADS, and all remaining Handbooks. Organizes and maintains EXO files in accordance with the Automated Directive System (ADS). Prepares File Plans and Vital Records, and scans files into the electronic filing system.

Provides instructions and advice to all administrative assistants on a wide range of administrative and logistical tasks; coordinates the implementation of new tools that streamline and automate processes and procedures. Maintains the Leave Plan of all members of the EXO Team and all American staff members. Tracks and reviews electronic country clearance cables for EXO approval. Distributes official mail to EXO staff. Reserves Mission's conference rooms. Coordinates and prepares weekend access to allow staff access to the office on weekends.

B. COORDINATION AND LIAISON:

Maintains professional working relations with other Offices and Strategic Objective (SO) Teams. Serves as timekeeper for the Executive Office; collects, reviews and enters timesheet into the Time & Attendance system. Requisitions supplies and/or any services for the Office staff. Updates Wardens Lists and coordinates with Floor Wardens on emergency preparations.

Coordinates all Executive Office meetings. Disseminates the S/EXO's instructions and requests to staff; remains knowledgeable of pending actions to ensure all staff meet due dates. Follows-up and reports on the progress of actions.

C. PROCUREMENT ASSISTANCE:

Serves as alternate Sub-Cashier in processing Petty cash purchases for the USAID/Jordan Mission. Answers inquiries on procedures for procurement requests. Assists the Procurement Agent in the receipt and review of incoming requests for non-expendable property and keeps an electronic log of their receipt. In the absence of the Procurement Agent, develops USG cost estimates and perform analyses of vendor proposals, serves as negotiator and makes recommendations to the contracting officer, and prepares purchase orders and other simplified acquisitions documentation. Prepares documentation to close out procurement files. Scans procurement documentation for electronic storage. Performs data entry into the Agency's procurement tracking and reporting system.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated on the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

1. Certificate of Completion of secondary school, AND at least one of the following is required:
 - Certificate of completion in an Office Management training program; or
 - Certificate of completion in an Executive Secretarial-Program; or
 - Completion of a University degree.Supporting documentation must be included in the application.
2. At least three years of previous secretarial, administrative and/or office experience is required.
3. Skills and Abilities:
 - Must have demonstrated experience working on a team and facilitating strong cross-cultural and inter-agency professional relationships.
 - Must have demonstrated ability to work well under pressure, multitask, organize, proofread, and prioritize and organize multiple competing tasks.
 - Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint); must have demonstrated skill to operate office equipment, including fax machines, scanners, and copiers.
 - Must have demonstrated ability to exercise discretion when dealing with delicate or personal information; must have demonstrated ability to communicate with management and all levels of the Agency, and handle issues diplomatically to deliver high quality customer service to all.

4. Demonstrated fluency in both written and spoken English and Arabic (Level IV) is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic into precise and correct English, and English into Arabic is required. On occasion, an employee at this level might be expected to act as an impromptu interpreter.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be invited for testing. The test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees currently serving on probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: email: usaidemployment@state.gov

- A. Application for Employment Form; plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to American Embassy, Human Resources office, Tel: 5906000 ex 6508, Fax: 593-1598.